

## Registering for BARD

- Users must register to access and download from BARD.
- New users must wait until their application has been processed by the National Library Service (NLS) before registering for BARD. This occurs on Thursdays.
- To successfully download, you must have a computer, e-mail address, high speed Internet access, and be familiar with downloading files.

### Registration steps:

1. Go to: <https://nlsbard.loc.gov/cgi-bin/public/nlsbardprod/accountrequest.cgi?libcode=ID1A>
2. Complete each field with requested information.  
Note: The address information submitted must match the information on file with NLS. If you are uncertain what that information is, contact the Talking Book Service (TBS) at 800-458-3271 to verify.
3. Submit the application.
4. NLS will email you to confirm receipt of your application.
5. NLS will notify you (usually within 48 hours) to accept or reject your application.
  - a. If accepted, you will receive a password to access the database. You may change the password once you've entered the database.
  - b. If rejected, you will be notified of the reason why.

### Notes:

1. TBS staff cannot supply missing passwords. If you forget yours, there is an e-mail address on the log-in page to request a new password.
2. You cannot receive a new password by applying again.
3. Since computer software and configuration varies widely, TBS staff can offer limited download support.